

Staff Stuff

A Monthly Publication for the Shelton State Community College Support Staff

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Dear Staff Members:

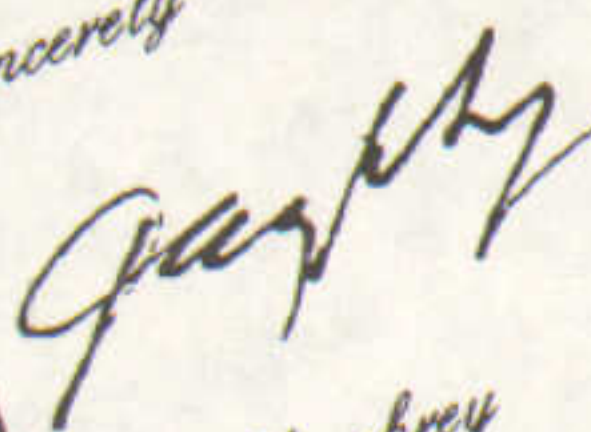
As we look to a wonderful Holiday Season and an exciting New Year, I would like to take this opportunity to express my appreciation for everything you do on behalf of the college. We at Shelton State have experienced tremendous growth, progress and prosperity during the past few years. This success is a reflection of your dedication, pride, and hard work.

You should take pride in all that you have accomplished. We have grown to be one of the largest two year colleges in Alabama, and we are very close to beginning the building process for our new campus. In addition, we offer some of the most innovative programs available anywhere through our technical, academic, and fine science divisions.

Providing the opportunity for someone to obtain an education is the most wonderful gift you can offer. An education means dreams, opportunities, advancements and quality of life. You touch the lives of thousands of people each semester. There is no more important job than education, for education is the foundation all other careers are based, whether that career be medicine, law or research.

I hope that this Christmas is the happiest ever for you and your family. From Kay, Heidi, Tommy, Libby, and me, Best Wishes and Merry Christmas!

Sincerely



Tom Umphrey
President



CHRISTMAS HOLIDAY

The college will be closed for Christmas on the following days: December 24th, December 25th, December 29th, December 30th, December 31st, and January 1.

The college will reopen for business as usual on January 4, 1993.

Merry Christmas, Happy New Year and Roll Tide!

NEW EMPLOYEES

The Shelton State Family continues to grow! Jimmy Dunn has joined the staff working in maintenance and grounds. In addition Bruce Hallman has begun work as

Housekeeping Supervisor and Danny Jacobs has also joined the grounds/housekeeping staff on the Skyland Campus.

Jimmy is currently a student at Shelton State while Mr. Hallman has been involved in education for almost twenty-five years as a supervisor and instructor. Welcome aboard Danny, Bruce, and Jimmy.

POSITION DESCRIPTIONS REVISED

Very soon employees will be revising their position descriptions to meet new standards recently established by the American Disabilities Act.

Each employee will have the opportunity to have input into their description, and the information will be revised annually during the employee evaluation process in May.

NEW DIRECTOR OF FINANCIAL AID

Mr. Don Rainer has been selected to serve the college as Director of Student Financial Aid. Mr. Rainer will begin work at Shelton State on January 4, 1993.

Don currently works at the Alabama Commission on Higher Education as Director of Compliance for the Student Aid Programs. Prior to joining the A.C.H.E., Don was Director of Financial Aid for nine years at Livingston University.

Don has served as President of AASFAA, the state financial aid association, and SASFAA the

southeastern region association for fi-

nancial aid. He received his BS degree from Livingston University in 1972 and has completed additional studies at Mississippi State University.

Don has one son, age 14 and says he is looking forward to returning "home to west Alabama."

RETIRING EMPLOYEES

Bethany Engle and Mary Alice Watts have announced their plans to retire from the college effective January 1, 1993.

Bethany has been employed as an Art Instructor for 15 years and Mary Alice has spent more than 30 years as OAD Instructor and division chair.

Best wishes to Mary Alice and Bethany!

SHELTON STATE COMMUNITY COLLEGE

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SACS CONFERENCE ATTENDED

As the college prepares for our expected SAC's visit next fall, several members of the college faculty and staff attended a Southern Association Conference in Dallas, Texas from December 6-9, 1992.

Representing Shelton State at this required meeting were Dr. Tom Umphrey, Dr. Arthur Howington, Dr. Joyce Jolly, Mrs. Mary Ann Pearson, and Mr. Charles Payne.

WATER CENTER ADDRESS CHANGE

The address for the Water Resources Training Center has recently been changed. Please note your records for the following:

Water Resources Training Center
16357 Highway 69 South
Moundville, Alabama 35474

ONE MORE TIME

This is a reminder that each employee of the college should personalize their AUDIX mail box with a personal greeting and with a confidential access code. This is Required!!!

If you have any question please call Jim Brown at extension 2274.

CREATING A SYSTEM GREETING:

1. Call AUDIX at 2300.
2. Enter your extension and the #
3. Enter your password and the #
4. Enter 3.
5. Enter 1.
6. After you have stated your message, enter 1.
7. Approve your message by entering *#.
8. Press Y to use your personal greeting.

If you are calling someone on campus and they are not able to take your call, dial their number, flip the switch hook or press the "Recall" button, press *5 and hand up. AUDIX will check their phone for 30 minutes and call you back with they hang up. You will hear 3 rings, pick up and AUDIX will call the person for you.

ENTERING A PASSWORD FOR THE FIRST TIME

1. Call AUDIX at 2300.
2. Enter your extension and the #.
3. Enter your extension again and the #
4. Enter 5.
5. Enter 4.
6. Enter your password (Your mothers maiden name is a good example) then enter #.
7. Enter the same password again and the #.

Now when you call AUDIX you will enter your extension and the # then your password and #.

If you call AUDIX from your extension, you do not have to enter your extension and the #. Simply press the #, AUDIX knows the extension you are calling from and will enter it for you.

PROFESSIONAL DEVELOPMENT WORKSHOPS

The college will have at least one professional development workshop for staff each semester. Future topics suggested are "Wellness and Good Health Habits" and workshops on programs like "Wordperfect" and "Dbase".

If you would like to recommend a topic for professional development workshops please contact Rick Rogers at ext. 2472.

EMPLOYEE PROFILE

THE SHELTON STATE FAMILY.

One of the 15th Street campuses most valuable employees is Library Secretary Lori Carver. Lori has been at Shelton State for almost fifteen years, working in several different positions. She started on August 15, 1979 as the Acquisition Secretary for the Library, then split her time as a secretary for the Counseling Center and Library Services. In 1981, she became Library Secretary for the 15th Street campus.

Lori's hobbies include cooking, working at Shelton State, and playing with her children. She and husband, Anthony have three little ones, Ashley(10), Andrea(9), and Bo(6). In addition to her responsibilities at the college and at home, Lori has worked to earn a diploma in Business Education, and an Associate Degree in Applied Science from Shelton State, and a Bachelor of Science Degree from Athens State College.

COURIER HOURS

The Shelton State courier (Steve Hughes) runs at the following times Monday thru Friday:

Monday	2:00pm - 4:00pm
Tuesday	10:00am - noon
Wednesday	2:00pm - 4:00pm
Thursday	10:00am - noon
Friday	noon - 2:00pm

If the US Postal Service is late, the courier will run between 1:00pm and 3:00pm.



ANNUAL CHRISTMAS BREAKFAST

The annual Christmas Breakfast will be held on Friday, December 18, 1992 at 7:00a.m. to 8:00a.m. in the cafeteria on the 15th Street Campus.



Merry Christmas
and
Happy
New Year!